

CUSTOMS DIRECTIVE

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CUSTOMS DIRECTIVE NO. 3550-055

OLD NUMBER: 3500-13

DATE: November 24, 1986

SUBJECT: INSTRUCTIONS FOR DERIVING MANUFACTURER/SHIPPER IDENTIFICATION CODE

1. PURPOSE

This directive establishes a new method for deriving an identification code for manufacturers and shippers.

2. BACKGROUND

The identification of a manufacturer or shipper by a unique code is an important enforcement tool, and is critical for continued monitoring of key commodities. The use of a telex number plus answerback code was the first attempt to meet these goals by obtaining the manufacturer identification from part of the normal invoice material.

However, this operating procedure has been largely unsuccessful for a variety of reasons, primary among them being consistent lack of a complete telex/answerback code on commercial invoices.

Through a technique known as "keylining," the manufacturer code will now be derived from the name and address on the commercial invoices by applying an algorithm, or set of rules. The rules are easy to apply and should result in a unique code for each manufacturer. The rules for constructing the new manufacturer code are described in Attachment A.

3. ACTION

Since the name and address of a manufacturer is an integral part of virtually all commercial invoices, the code derived from "keylining" will be a necessary data element for all entry release processing and entry summaries. Customs (ACS/Cargo) Selectivity processing will not be possible for entries that do not have the necessary manufacturer ID's. Such entries will thus encounter significant processing delays.

The new manufacturer code will replace the current telex/answerback code in all of the following Customs applications:

1. CF 3461 Entry/Immediate Delivery Block 26. The instructions for Block 26 are hereby updated in Customs Directive 3550-15 to reflect the new coding scheme. The next amendment to this directive will reflect the new coding scheme.
2. CF 7501 Entry Summary. Effective with this directive, the instructions for Block 21 in the update dated July 23, 1985, to Directive 3550-03 are modified as follows:

Record the text "see below" in Block 21. Record each manufacturer code for each line immediately below the tariff number for the line. Never record more than one manufacturer code for a single given line.

In situations where there is only one manufacturer on the Entry Summary, it is acceptable to record the manufacturer code in Block 21 rather than the text "see below". In this case, the requirement to record the manufacturer code in each line item becomes optional.

3. ABI Cargo Release and Entry Summary transmissions. Transmit the manufacturer code for each line in record reference number G05 (H5) for cargo release and in record reference number A60 (60) for entry summary. The manufacturer code should always be left justified with trailing spaces. These rules will be reflected in Amendment 6 of the Broker Requirements Document.

In cases where Customs personnel determine the code to be incorrect, entry documents may be returned to brokers or importers for correction.

4. SUPERSEDED MATERIAL

This directive supersedes instructions regarding manufacturer/shipper contained in Customs memorandum of February 28, 1986, file ACS-I-ISB MRB.

5. RESPONSIBILITY

It is the responsibility of all Regional Commissioners, District, Area, and Port Directors to assure compliance with this directive. The information contained in the directive should be made available to all persons conducting Customs business.

6. EFFECTIVE DATE

The use of the new manufacturer/shipper identification ending system will be effective in two stages:

In the New York Region, upon implementation of Tier II Cargo Selectivity - December 15, 1986.

In all other Customs Regions, upon expansion of Tier II Cargo Selectivity - February 2, 1987.

The directive will continue to be in effect until revoked.

Gerald J. McManus
Acting Assistant Commissioner
Office of Commercial Operations

Attachments

Attachment A

RULES FOR CONSTRUCTING THE MANUFACTURER CODE

These instructions provide for the construction of an identifying code for a manufacturer or shipper from his name and address. The code can be up to 15 characters in length, with no inserted spaces. However, it may be thought of as five "pieces" as follows:

COUNTRY (Piece 1: 2 characters)

Use the ISO code for the country, such as "PE" for Peru.

MANUFACTURER NAME (Pieces 2 and 3: up to 3 characters each)

Use of the first three characters from each of the first two words of the name.

There will be no third piece if the name is one word. Amalgamated Plastics Corp. would give "AMAPLA"; Bergstrom would give "BER".

If there are two or more initials together, treat them as a single word. For example, ABC Company, A.B.C. Company, or A B C Company would all yield "ABCCOM."

ADDRESS LINE WITH STREET NAME and/or BOX NUMBER (Piece 4: up to 4 characters)

Find the largest number on this line and use up to the first four digits. For example, 11455 Main Street Suite 9999 would yield "1145". A suite number or a post office box should be used if it contains the largest number. However, use no number in the case of One Hundred Century Plaza. There will be no fourth piece if there is no numeric on the address line.

When numbers are separated by commas or hyphens, ignore all punctuation and use the number that remains. For example, either "12,34,56 Akasaka Road" or '12-34-56 Akasaka Road" would yield "1234". Note that the address line on the invoice may be after the line containing the city and zip code (or equivalent). For example, German invoices frequently place the city and its numeric code before the street address. Be sure to identify the address line numeric and use it, not the city numeric.

CITY (Piece 5: up to 3 characters)

Use the first three letters from the city name. Tokyo would be "TOK," St. Michel would be "STM."

Apply these general rules to construct a manufacturer code

- 1) Ignore all punctuation, such as commas, periods, ampersands.
- 2) Ignore all single character initials, such as the "S." in Thomas S. Delvaux Company.
- 3) Ignore the English words "a", "an", "and", " of", "the".
- 4) In the case where multiple company names and/or addresses appear on the invoice, use the name and address associated with the corporate headquarters as opposed to the division, office, etc.

Examples of some manufacturer names and addresses and their codes:

LA VIE DE FRANCE
243 Rue de la Payees
62591 Bremond, France

FRLAVIE243BRE

20TH CENTURY TECHNOLOGIES
5 Ricardo Munoz, Suite 5880
Caracas, Venezuela

VE20TCEN5880CAR

THE E.K. RODGERS COMPANIES
One World Trade Center
London, England SWLY 5HQ

GBEKRODLON

THE GREENHOUSE
45 Royal Crescent
Birmingham, Alabama, 35204

USGRE45BIR

CARLUCCIO AND JONES
88 Canburra Avenue
Sidney, Australia

AUCARJON88SID

N. MINAMI & CO.,LTD.
2-6, 8-Chome Isogami-Dori,Fukiai-Ku
Kobe, Japan

JPMINCO268KOB

BOCCHACCIO S.P.A.
Via Mendotti, 61
8320 Verona, Italy

ITBOCSPA61VER

MURLA-PRAXITELES INC.
Athens, Greece

GRMURINCATH

SIGMA COY E.X.T.
4000 Smyrna, Italy
1640 Delgado

ITSIGCOY1640SMY